



NARA COVID-19 Response

Fact Sheet #13: Travel

June 9, 2021

This fact sheet provides guidance to help protect NARA staff and reduce the spread of the 2019 novel coronavirus disease (COVID-19) in the workplace. This fact sheet supersedes travel guidance issued in [NARA Notice 2020-071](#) and [NARA Notice 2021-078](#).

Curtailment of Nonessential Travel.

1. Mission-essential travel only. All official business travel (including invitational and non-federal source travel) is restricted to the following purposes:
 - a. Travel to another federal agency to perform work associated with Federal records, including records inspections and appraisals;
 - b. Travel by the Federal Records Center Program that is necessary to deliver services directly to customers, such as Metro courier services;
 - c. Travel to a NARA facility, commercial records storage facility, or affiliated archive to inspect the facility and ensure compliance with architectural, records storage, security, or preservation standards;
 - d. Travel to a NARA facility to ensure compliance with internal or administrative regulations or policy, conduct inventories, perform program reviews, or perform related administrative or support functions that cannot be performed remotely;
 - e. Travel to a NARA or third party facility to accompany records or artifacts in transit;
 - f. Travel to obtain technical training that is necessary to obtain or maintain certifications or licenses that are required by an employee to perform their job;
 - g. Travel to represent NARA in and prepare for administrative proceedings, attend or prepare for judicial hearings or other proceedings, or to serve as a witness in or escort a witness to a court appearance; and
 - h. All local travel.

Travel for employee training (other than training for certification or job qualification), conference attendance, speeches and presentations, and purposes other than those listed

above is not authorized.

2. Exceptions. Executives and Staff Directors may request exceptions from the Deputy Archivist on a case-by-case basis. The Deputy Archivist will apply particular consideration to reviewing travel exceptions: where canceling travel would interrupt critical mission operations or create an employee hardship; for representational travel necessary to fulfill NARA commitments to other organizations or stakeholders; or where an employee has a preexisting commitment to play a leading or high-visibility role in a conference or event. Executives and Staff Directors should submit travel exception requests to the Executive Secretariat at execsec@nara.gov and include the following information: Name of Traveler, Dates of Travel, Destination(s), Purpose of Travel, and a Justification for the Exception.
3. Employees not required to travel. If there is a need to travel to fulfill one of the purposes authorized above, and an employee is not comfortable traveling due to concerns about COVID-19, NARA will not require the employee to travel, to the extent practical. If an employee expresses concerns about conducting official Government travel, the supervisor should consider alternative means to meet the intended purpose without the use of travel and/or should solicit volunteers from all qualified staff who are available to travel.

Post-travel quarantine.

All NARA employees must follow [CDC guidance](#) for actions to take before, during, and after travel, for all personal and official business travel. All NARA employees must: carefully assess travel risk prior to travel, wear a mask at all times while on public transportation, maintain good hand hygiene, and self-monitor for symptoms after travel.

Employees who are not fully vaccinated must also maintain a 6-foot physical distance from non-household members and quarantine after all official business travel or personal travel. Employees who are not fully vaccinated must quarantine for 10 calendar days after travel, unless they take a COVID-19 test. Staff who take a COVID-19 test three to five days after returning from travel may return to work 7 days after returning from travel if they experience no symptoms, regardless of the test results. Fully vaccinated means it has been at least two weeks since the individual's second dose of a two-dose COVID-19 vaccine series, or two weeks since receiving a single-dose vaccine.

Employees who are scheduled to work on site during their quarantine period must take personal leave; staff who are not scheduled to work on site and have no symptoms may telework or take weather and safety leave, according to their normal work arrangements. Any employee who experiences COVID-19 symptoms after travel must take personal leave, regardless of vaccination status.

Point of Contact: If you have questions about NARA travel policy, please contact the NARA Travel Program Coordinator in Accounting and Policy Operations (XA) at wong.proctor@nara.gov.